SET THREE

3.1. Complete the following sentences with the appropriate word in the pair, according to the context

a. ***economic / economical***

1. After the fall of communism Eastern European countries have been faced with numerous …… problems.
2. His main strength consists in his …… style of writing.
3. I bought an ……. little car last month and I'm very happy with it.
4. Western countries have a sound …… policy.

8 points

b. ***historic/historical***

1. 1 January 1973 is the …… date when Britain joined the European Common Market.
2. Pulling down the Berlin Wall will be remembered as one of the …… events of the late 20th century.
3. The falsification of …… records is common practice in totalitarian regimes.
4. Do you know any ……. . figures in British history?

8 points

c. ***effective/efficient***

1. In recent years countries are faced with a rising level of unemployment for which …… measures have to be found.
2. Since we have introduced this new filing system, everyone's management of time is much more …… .
3. One of the prerequisites of a successful company is an …… management .
4. It seems TV is the most …… advertising media, but it is also the most expensive one.

8 points

d. ensure/insure

1. Please …… that the goods will be delivered promptly.

2. Unless you …… the shipment against all risks you cannot …… that there are no problems when exporting to politically uncertain countries.

6 points

3.2. The table below provides information on 3 parcel services. Make up 10 sentences comparing the 3 services. Use comparatives and superlatives of the adjectives in italics: *expensive, convenient, heavy, little, slow, good, bad, high, many, quick*

	World post	Interpack	Jetmail
Delivery time			
USA/Europe	from 5 days	next day	1-3 days
rest of the world	from 10 days	2 days	up to 4 days
Insurance cover	up to $550	up to $8,000	up to $1,500
Weight limit	yes, 30 kg	no	20 kg
Sample costs			
5 kg to Germany	$36. 20	$75. 80	$82.50
5 kg to Japan	$55. 90	$160. 40	$122. 20
Countries	230	170	190

10 points

3.3. Complete the internal memo below with an appropriate form of *make* or *do*

Memo
To: Mary Evans 10 November
From: Neil West

As you know we ……1…… enquiries about a new agency to advertise our products and we now have to ……2…… a choice between X and Y. X ……3…… us an offer but they are terribly expensive. Y ……4…… very good work and charge less, but they seem to have lost a few customers lately. I intend ……5…… an appointment to visit them and ……6…… a decision as soon as possible. Could you ……7…… me a favour and check if there is any serious reason why we shouldn't ……8…… business with Y? It is crucial not ……9…… a mistake on this and I'm counting on you ……10…… your best.

Thanks.

20 points

3.4. Correct the sentences below in which *make* and *do* are not used appropriately

1. The company paid for the damage without doing any complaints.
2. The speech the new CEO of the company made was very effective.
3. The Board believes that the company can remain independent and still do a good profit.
4. This law suit has done a lot of damage to our reputation.
5. You can't expect to get a job without making an application.
6. Please do the necessary arrangements for the trip to Singapore.
7. We need to make some more research on the effects of humidity on these materials.
8. Can you make any suggestions to us on how to heighten our employees' motivation?
9. Unless you are able to deliver the goods within seven days we are forced to make a cancellation.
10. The new flexitime scheme really seems to make wonders, particularly where absenteeism is concerned.

10 points

3.5. Complete the sentences below using the opposite of the adjective provided in brackets

1. I believe these details are …… to the subject. (relevant)
2. He is one of the most intelligent persons I have ever met. What a pity he is so …… (articulate)
3. We need to change our marketing strategy before our products become totally …… (competitive)
4. I'm afraid most of the employees are still …… to this new project. (committed.)
5. You shouldn't feel sorry for him. He got what he deserved for being …… to the company. (loyal)
6. I wouldn't have thought that when I needed her most she would be so utterly …… (supportive)
7. You would have a better chance of succeeding if you were less …… (assertive)
8. Most artists are said to be totally …… people. Do you know any exceptions? (practical)
9. …… and …… people don't make good managers. (communicative) (decisive)

10 points

3.6. Complete the sentences by putting the adverbs in brackets in the correct order

1. Brenda managed to finish (last night / her work / on time).
2. They studied (the map of the city / before leaving the hotel room / carefully).
3. We revise (thoroughly / the sales results / every month).
4. I drink (my coffee / hot / every morning).
5. She worked (hard / in her office / all day).
6. He has been talking (for hours / in the garden / with Mary).

7. They have been playing (all night / cards / at my cousin's).
8. He stormed (out of the conference room / at the end of the meeting / angrily).
9. She handled (the other day / brilliantly / the situation).
10. My sister can speak (now / English / very well).

10 points

3.7. Complete the sentences about the work of a sales representative using *always, nearly always, normally, never, often, sometimes, frequently, generally, usually, hardly ever / rarely,* according to the context

I …… walk to work, I …… go by car. I …… take a bus. I …… travel abroad. When I travel abroad I …… . stay in a hotel. If I go a long way I …… fly. When I arrive at the airport I …… take a taxi to my hotel. I …… hire a car. I …… phone our most important customers. I …… have a meeting with the Director of the Department every fortnight.

10 points

Total 100 points